

MONROE COUNTY
SUBSTANCE ABUSE POLICY ADVISORY BOARD
ADMINISTRATIVE PROCEDURES/BY-LAWS

MONROE COUNTY SUBSTANCE ABUSE POLICY ADVISORY BOARD

ADMINISTRATIVE PROCEDURES/BY-LAWS

SECTION 1

Sec. 1.01 Governing Rules:

Except as may be provided by these Rules and By-Laws, questions of order, the methods of organization and the conduct of business of the Board shall be governed by Robert's Rules of Order, Newly Revised, 1990 Edition, and by adopted Policy decisions of the Board.

Sec. 1.02 Meetings:

(a) Meetings of the Substance Abuse Policy Advisory Board shall be held on a quarterly basis at a time and location to be designated at the convenience of the Board.

(b) Special Meetings: A special meeting of the Board may be called by the Chairman whenever, in his opinion, the public business may require it, and shall be called whenever a majority of the Board requests a special meeting.

Whenever a special meeting shall be called by the Chairman, a written request signed by the Chairman shall be delivered to all Board members; and whenever a special meeting shall be called by members of the Board, a written request signed by at least two (2) members of the Board shall be delivered to the Secretary. The request shall state the purpose of the meeting. The Secretary shall forthwith serve either verbal or written notice, unless specifically waived, upon each member of the Board, stating the date and hour and the place of the meeting and the purpose for which such meeting is being called. The Secretary shall insure that proper notice is given under statute and Attorney General Opinion per F.S. 286.011.

No other business shall be transacted at that meeting unless a full quorum is present and unanimously agrees to additional items. All special meetings shall be open to the public. Minutes thereof shall be kept by the Secretary as is kept for regular meetings.

Sec. (1.03) Agenda:

(a) An agenda will be prepared by the Office of Substance Abuse Policy at the request of the Secretary for every regular meeting or special meeting of the Board. The Board shall not take action on any matter, proposal, report, or item of business which is not listed upon the official agenda, unless there is a unanimous consent of the Board on the day of the scheduled meeting of the presentation thereof for consideration and action.

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Invocation will be a moment of silent prayer.

All regular meeting agenda items will be delivered to the Office of Substance Abuse Policy two (2) weeks prior to the scheduled meeting date. The agenda shall be prepared and distributed not later than one (1) week preceeding the meeting.

(b) Regular Meeting Agenda: Matters for action may be placed on the regular meeting agenda by members of the Board with written comments and/or recommendations from the Office of Substance Abuse Policy as is appropriate.

(c) Public Participation: To provide that any member of the public who wishes, may have the opportunity to address the Board, a separate section of the agenda for regular meetings will be called Public Participation. This portion of the agenda will provide a time certain, for public convenience, and will allow individuals to address the Board for a period of five (5) minutes. Individuals wishing to address the Board shall contact the Office of Substance Abuse Policy to be included on the agenda and shall adhere to agenda deadlines herein established.

Sec. (1.04) Presiding Officer, Election, Duties:

(a) Chairman: The Presiding Officer of the Substance Abuse Policy Advisory Board is the Chairman, who shall be elected by a majority vote of the members present and at the first regular meeting of each year.

Selection of the Chairman shall be by nomination from the floor, with no second required, followed by a roll call vote of members on each nomination, in order of the nominations made. Selection of the Vice-Chairman and Secretary shall be in an identical manner.

(b) Vice-Chairman: If, for any reason, the Chairman is absent or unable to perform his duties, the Vice-Chairman, who will have been elected under the same circumstances as the Chairman, shall succeed him. If the Board determines that the disability or absence is expected to extend for a period of time in excess of the length of the meeting at which this is determined, a temporary Chairman shall then be elected by a majority of the members present at that meeting.

(c) Presiding Officer: The Presiding Officer shall preserve strict order and decorum at all meetings of the Board. A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered. The Presiding Officer may vote on all questions, his name being called last.

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Sec. (1.05) Call to Order:

The Chairman shall take the chair at the hour appointed for the meeting and shall immediately call the Board to order. In the absence of the Chairman, and the Vice-Chairman, the Secretary shall then determine whether a quorum is present and in that event shall call for the election of a temporary Chairman. Upon the arrival of the Chairman or the Vice-Chairman, the temporary Chairman shall relinquish the chair upon the conclusion of the business immediately before the Board.

Sec. (1.06) Roll Call:

Before proceeding with the business of the board, the Secretary or his designee shall call the roll of the members in alphabetical order unless the Chairman stipulates all are present and the names of those present shall be entered in the minutes.

Sec. (1.07) Quorum:

A majority of the whole number of members of the Board shall constitute a quorum. No motion shall be adopted by the Board without the affirmative vote of the majority of all the members present. Should no quorum attend within thirty (30) minutes after the hour appointed for the meeting of the Board, the Chairman, or the Vice-Chairman, or in their absence, the Secretary or his designee, may adjourn the meeting until the next day, unless by unanimous agreement those members present and their action at such meeting shall be recorded in the minutes by the Secretary.

Sec. (1.08) Order of Business:

All meetings of the Board shall be open to the public. Promptly at the hour set forth for each meeting, the members of the Board shall convene and the business of the Board shall be taken up for consideration and disposition in accordance with the agenda for the meeting. The agenda shall constitute the order of business, unless otherwise determined by a majority of the members present.

Sec. (1.09) Rules of Debate:

(a) Questions under Consideration: When an item of business has been announced by the Secretary, the Chairman shall first ask if there is any member of the audience who wishes to be heard regarding this matter. Any person who wishes to be heard shall, prior to the item called, provide the

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Secretary with his or her name and residence, and the agenda item on which he or she wishes to be heard. Upon conclusion of audience participation, the Board shall then consider the item.

After the Board has begun its discussion of the item, no further audience participation shall be permitted, unless by Board majority a member of the audience is permitted to respond the specific questions from the Members.

A motion must be made and properly seconded in order for official action to be taken by the Board. The presenter/mover shall be allowed to address the Board on the motion initially, whereupon each of the other Members shall be allowed to address the Board on the motion before the Board on any matter in alphabetical order as is done on regular roll call except the presenter/mover shall have the right to address the Board initially and to close the debate on the matter under consideration.

(b) As to the Chairman: The Chairman or such other member of the Board as may be presiding may move, second, and debate from the chair, subject only to such limitations of debate as they are by those rules imposed upon all Members and shall not be deprived of any of the rights and privileges of a Member by reason of his being the Presiding Officer.

(c) Obtaining the Floor, Improper References to be Avoided: Every Member desiring to speak for any purpose shall address the Presiding Officer, and upon recognition, shall confine himself to the question under debate, avoiding all personalities and indecorous language.

(d) Interruption: A member, once recognized, shall not be interrupted when speaking unless it be to call him to order or as herein otherwise provided. If a member, while speaking, be called to order, he shall cease speaking until the question of order be determined by the Presiding Officer, and if in order, he shall be permitted to proceed. Any member may appeal to the Board from the decision of the Chairman upon a question of order when without debate the Chairman shall submit to the Board the questions, "Shall the decision of the Chair be sustained?" and the Board shall decide by a majority vote.

(e) Roll Call Vote: No member of any state, county or municipal governmental board, commission, or agency who is present at any meeting of any such body at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act, and a vote shall be recorded or counted for each member present, except when, with respect to any such matter, there is, or appears to be, a possible conflict of interest under the provision of Florida Statutes 112.311, 112.313, or

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112.3143. In such cases said Member shall comply with the disclosure requirements of Florida Statutes Section 112.3143.

Sec. (1.10) Reading Minutes:

Unless a reading of the minutes of a meeting is requested by a majority of the Board, such minutes shall be considered approved without reading; provided that the Secretary deliver a copy thereof to each member of the Board at least one (1) full working day preceeding the meeting. The minutes of prior meetings may be approved by a majority of the members present, and upon such approval shall become the official minutes.

Sec. (1.11) Votes by Roll Call:

The vote may be taken by roll call in alphabetical order except the Chairman shall be the last member called, and the vote shall be entered upon the minutes.

Sec (1.12) Decorum:

Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Board shall be barred from further audience before the Board by the Presiding Officer, unless permission to continue or again address the Board be granted by the majority vote of the Board.

Sec. (1.13) Motions:

Introducing for Passage or Approval: Motions and other matters and subjects requiring action by the Board must be introduced and sponsored by a member of the Board.

Sec. (1.14) Adjournment:

A motion to adjourn shall always be in order and decided without debate.

Sec. (1.15) Secretary, Minutes, Correspondence:

- (a) The Secretary, or his designee shall prepare the minutes.
- (b) Correspondence of a general nature addressed to the Board shall

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be referred to the Office of Substance Abuse Policy without first filing with the Board. The receipt of all correspondence will be immediately acknowledged. Current files of such correspondence shall be maintained for the Board's examination and/or action. The Office of Substance Abuse Policy shall advise the Board when action is required in response to any correspondence received.

(c) The official minutes as prepared by the Secretary shall be as brief as possible and reflect only the very essential elements or actions. Those items specifically requested by the Board shall appear in the minutes in the manner as directed.

Section (1.19) Substance Abuse Policy Advisory Board:

(a) Substance Abuse Policy Advisory Board Function

1. The Board will only function in an advisory or investigative manner, as specified by the establishing resolution, and will have no legislative, directive, or enforcement authority.

2. Any item requiring formal action shall be referred to the Monroe County Board of County Commissioners for action at a regular meeting for consideration.

3. Board meetings shall be scheduled through the County Administrator's office with appropriate notice requirements of statute.

4. Board reports to the Monroe County Board of County Commissioners may contain recommendations of action but must contain all data and views concerning the matter so as to inform the Commission of all available information prior to their decision, and not simply consensus views.

5. Taped minutes of all meetings shall be made and delivered to the Administrator's Office. Written minutes shall be made and distributed to each Board Member by the Office of Substance Abuse Policy at the direction of the Secretary.

(b) Committees shall be established by the Board and shall be present for a specific time duration and purpose.

(c) Composition

1. Committees may be composed of any number considered to be beneficial.

2. Committees shall elect their own respective chairman.

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(d) The Substance Abuse Policy Advisory Board and its Committees shall adhere to the rules adopted by the Board of County Commissioners as Governing Rules Section 1.01 of these procedures.

(e) Substance Abuse Policy Advisory Board shall provide the Board of County Commissioners with a written or oral report at least twice a year based on a schedule developed and distributed by the County Administrator.